

# 2021-2022 Student Organization Policies



UNIVERSITY OF  
SAN FRANCISCO  

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School of Law

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# Student Organization Policies



UNIVERSITY OF  
SAN FRANCISCO

School of Law

Thank you for your contributions to the vibrant student life at the University of San Francisco School of Law. Your leadership and the work that you do to create a community within and among the Student Bar Association and student organizations enrich your classmates, the faculty, and the staff.

The policies contained in this document apply to the Student Bar Association, all student organizations, and individual students planning to engage in any activities described in this document.

Please contact Stephanie Carlos, the Assistant Dean for Student Affairs, or Iman Nasser, the Program Assistant for Student Affairs, if you have any questions.

Stephanie Carlos  
Assistant Dean for Student Affairs  
[shcarlos@usfca.edu](mailto:shcarlos@usfca.edu)  
[415.422.6304](tel:415.422.6304)

Iman Nasser  
Program Assistant for Student Affairs  
[inasser@usfca.edu](mailto:inasser@usfca.edu)  
[415.422.6879](tel:415.422.6879)

## Section 1: Student Organization Policies

All members of the student organizations, which includes the Student Bar Association (the “SBA”), are expected to read, understand, and comply with the policies contained in this document, as well as all other University and School of Law policies, including the Non-Academic Student Conduct Code. A violation of any of these written policies may result in sanctions.

The events and activities that student organizations host on or off campus are extensions of the University and the School of Law and are thus subject to the policies governing University events and activities.

To be recognized as a student organization at the University of San Francisco School of Law, student organizations must register their student organization with the Office of Student Affairs, receive confirmation from the Office of Student Affairs, and attend the mandatory student organization leadership retreat.

The members and officers of student organizations and the SBA must be affiliated with USF in the following ways:

- **Student Organization Members:** must be enrolled at the School of Law or a dual degree program at USF.
- **Elected or Appointed Student Organization Officers:** must be matriculating and currently enrolled at the School of Law or a dual degree program at USF.
- **Presidents, Co-Presidents, Vice Presidents, Co-Vice Presidents, and Similarly Situated Student Organization Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
- **SBA Elected Officers:** must be matriculating, currently enrolled at the School of Law, and in good academic standing.
- **Student Representatives on Standing Faculty Committees:** must be matriculating, currently enrolled at the School of Law, in good academic standing, and approved by the Faculty Committee Chairs.

The Office of Student Affairs will review student academic records regularly throughout the academic year. If a student does not meet the affiliation or academic standard requirements, the Assistant Dean for Student Affairs will notify that student and ask them to step down from the position.

Student organization officers are responsible for the success of their student organization and must meet the following expectations:

- Have knowledge of all organizational activities;
- Be accountable for all financial situations that pertain to their organization;

- Make efforts to recruit and retain members of the organization;
- Communicate regularly with the Office of Student Affairs and notify the Office of any changes in organizational leadership; and
- Abide by the bylaws and terms outlined in the organization's constitution.

If a student organization intends to spend funds from its University account (see Section 5), at least two elected or appointed officers must agree to do so, e.g., president and treasurer.

The University of San Francisco is a 501(c)(3) nonprofit organization. Under the Internal Revenue Code, all section 501(c)(3) organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. As a result, student organizations are subject to the same prohibitions.

## **Section 2: Room Reservation Policy**

Up to two board members from each student organization will undergo mandatory video training for the Events Management System (EMS). Once they have completed EMS training, they must notify the Deans' Office via email at [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu). The two board members that have undergone the mandatory EMS training will have the authority to reserve spaces or rooms on behalf of their student organization. Students may not book rooms for any other purpose. Please review the Event and Room Request System Instructions (see Appendix 3) for information about how to use the EMS system.

All rooms and event spaces must be requested in advance. Student organizations may not promote a meeting or event in a location that has not been reserved by the sponsoring student organization. Student organizations may begin promoting its events only after it has received confirmation that the reservation has been approved and has been added to the Confirmed Events google calendar.

### *Responsibility of Reserved Spaces:*

All reserved spaces must be left in the condition that they were found by the student organization. Failure to return the space to its original condition may result in the revocation of reservation privileges, and the student organization may be charged cleaning and facilities fees. All fire safety rules and regulations must be adhered to at all times.

### **Zief Law Library Managed Rooms: Conference Study Rooms**

Zief Law Library Conference Study Rooms are available for reservation online via the library's website: <https://usfca.law.libcal.com/reserve/groupstudy>. If pre-booking is required outside of the normal booking window, please email the request to [zieffrontdesk@usfca.edu](mailto:zieffrontdesk@usfca.edu).

### **Registrar Managed Rooms: Classrooms**

Approved students can book the following rooms using EMS: Rotunda Classrooms (Room 100, 101, 102, 103, 104, 105), Moot Court Room (200), Conference Rooms (240, 301, 340), and Zief Classrooms (Zief 002, 012, 017).

### **Registrar Managed Rooms: Terrace Room and Other Public Spaces**

The Registrar manages the reservations for the Terrace Room and other public spaces, which includes the Student Lounge, the Atrium (the space in the Kendrick entryway before the Student Lounge), the Rotunda (the common space on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors), Kendrick 212, and Zief Plaza (the outdoor patio space between the Zief Law Library and Kendrick Hall). This also includes our 101 Howard branch campus. These spaces are available on a limited basis for special events that are open to the law school community.

*It is the responsibility of the student organization to communicate the responsibilities below to the faculty or staff supervisor:*

The Terrace Room & other public spaces listed previously , cannot be booked by students. Student organizations that would like to use one of these spaces must have a faculty or staff member supervising the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission via email directly from the Assistant Dean for Student Affairs to use the requested space;
- reserve the space on behalf of the student organization;
- oversee the event set up and clean up;
- **remain in the event space for the duration of the event;** and
- ensure that the space is left in the same condition it was found before the event.

Special Rules for the Terrace Room: The faculty or staff member supervising an event in the Terrace Room is responsible for picking up and returning the Terrace Room keys to the Deans’ Office and ensuring that the window blinds closest to the bookshelves remain lowered to protect the rare books on display.

Special Rules for the Rotunda: Due to noise, the Rotunda cannot be reserved when classes are in session.

Special Rules for 101 Howard: Due to noise, some of the spaces in 101 Howard may not be able to be reserved when class is in session. If you would like to have an event at 101 Howard, please work with the Office of Student Affairs to confirm a time and space for the event.

Once you have a faculty or staff supervisor, they must email [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

### **University and Law School Space for External Audiences**

Student organizations that would like to reserve a space at the University or the law school for an event or conference in which an external audience is invited to attend or participate must have a faculty or staff member supervising the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission via email directly from the Assistant Dean for Student Affairs to use the requested space;
- reserve the space on behalf of the student organization;
- oversee the event set up and clean up;
- **remain in the event space for the duration of the event;** and
- ensure that the space is left in the same condition it was found before the event.

Once you have a faculty or staff supervisor, they must email [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

*Facilities Needs in Reserved Rooms:*

Students may not remove or move furniture for meetings or events. If the event is in the Terrace Room or at the law school, student groups *may* be able to move furniture.

If furniture is being moved, recruit student volunteers and get permission from Donna Creasman [dcreasman@usfca.edu](mailto:dcreasman@usfca.edu) and [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) at least **three** weeks before the event. To move any furniture at the law school, a faculty or staff supervisor must be present at all times. If the event is on main campus or any of the other branch campuses, furniture is required to be moved by facilities and this request will be done through EM&GS. Student organizations must submit a Facilities Request at least **three** weeks in advance. Facilities charges are incurred *hourly* and are costly. EM&GS will give you an estimated cost of the facilities charge before the event. Student organizations that incur facilities charges are required to pay those charges.

### Section 3: Catering Policy

The University has an exclusive contract for catering services with Bon Appétit Catering for all events at the Hilltop Campus (including the Law School). At the 101 Howard Campus, the University has an exclusive catering contract with Peninsula Catering & Events. If there are extenuating circumstances that require an alternative to Bon Appétit or Peninsula Catering—such as religious or cultural reasons—please contact the Assistant Dean for Student Affairs to assist you before placing a catering order.

For periodic club meetings that are closed to the public you may bring baked goods, popcorn, soda, candy, and ice cream. At no other time should you bring any other food/beverage from a grocery store, restaurant, or other food provider. Potlucks or bringing other home-cooked food is also not allowed with the exception of fundraisers located in the Student Boulevard of Kendrick Hall. If you have questions about this policy, please contact the Assistant Dean for Student Affairs.

Student organizations receive a 25% discount on their catering orders. Orders must be placed at least three full business days in advance, otherwise a fee will be incurred. Student organizations can order from the Bon Appétit or Peninsula Menu, which can be found here:

<http://bit.ly/bonapp-menu>

<http://bit.ly/peninsula-menu>

Orders must be placed with EM&GS by emailing [eventsmanagement@usfca.edu](mailto:eventsmanagement@usfca.edu) or calling 415.422.6166. If you have questions or problems with your catering order, please contact [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

See Appendix 1 for Sample Event Catering Budgets.



## Section 4: Alcohol Policy for Student-Sponsored Events

In accordance with Section 6.2(A) of the University of San Francisco Non-Academic Student Conduct Code (the "Conduct Code"), alcohol shall not be permitted at student-sponsored events held on campus at the University of San Francisco. **However, alcohol may be permitted at a student-sponsored event on campus at the University of San Francisco School of Law if one of the following exceptions applies.** A student or student organization that plans to serve alcohol or actually serves alcohol at an event not in accordance with this policy may be in violation of the Conduct Code and may be subject to sanctions.

1. A School of Law faculty or staff member agrees to supervise the event. "Supervising the event" requires that the faculty or staff supervisor commit to the following responsibilities:
  - a. receive express permission from the Assistant Dean for Student Affairs to use the requested space via email;
  - b. reserve the space on behalf of the student organization;
  - c. oversee the event set up and clean up;
  - d. remain in the event space for the duration of the event;
  - e. ensure that the space is left in the same condition it was found before the event;
  - f. supervise the alcohol service to ensure responsible alcohol consumption; and
  - g. ensure that any unused alcohol, which has been donated or purchased, is stored at the School of Law for a future event for that student organization
2. The student organization is able to prove adequate funds to serve alcohol at events due to costs associated with having alcohol at events

### *Costs associated with alcohol consumption at events*

There are large costs associated with serving alcohol at events on campus. Below are the minimum costs (not including alcohol) to serve alcohol at an event on campus through EM&GS:

- Bartender minimum cost of \$165 per a bartender for 50 people
- Bar set up fee of \$75 for beer and wine, \$150 for full bars
- ID Checker at 31.20/hr

We discourage student organizations from serving alcohol at on campus events. Alumni and other external constituents do not expect alcohol to be served at these events. If you must serve alcohol at your event, email [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) to ensure your organization has adequate funds to do so.

Bookings / Details	Quantity	Price	Amount
<b>Thursday, April 04, 2019</b>			
<b>5:00 PM - 8:00 PM</b>			
<b>-Terrace Room</b>			
Conference Style for 9			
Liquor:			
Rocky_Hill_2011_Red_Wine	2	\$13.00	\$26.00
Callaway_Chardonnay	1	\$13.00	\$13.00
Lagunitas	15	\$3.00	\$45.00
Lillies_Sauvingnon_Blanc	1	\$15.00	\$15.00
Catering:			
Bon_Appetit_Catering 58631	1	\$534.22	\$534.22
Professional Services:			
ID Checker(3 hours @ \$31.20/hr)	1	\$93.60	\$93.60
			Catering
			\$534.22
			Liquor
			\$99.00
			Professional Services
			\$93.60
			Subtotal
			\$726.82
			Grand Total
			\$726.82

## Section 5: Finance Policy

It is the responsibility of the Student Organization Treasurer or assigned board member to be familiar with all finance policies and communicate as a representative on behalf of your student organization members.

### University Accounts

1. The SBA manages the funds generated from the mandatory SBA fee paid by all law students in its own University account (“FOAP”). The SBA provides funding to student organizations for its events according to its policies and procedures (see Appendix 4).
2. Some student organizations maintain their own FOAPs because they have collected and spent a significant amount of money throughout the academic year, i.e., more than \$500, or a restricted donation made to the student organization in the past. These student organizations include American Constitution Society, APALSA, BLSA, Business Law Association, Christian Legal Community, Criminal Law Society, ELSAS, International Law Society, INCBA, Jewish Law Student Association, LLSA, LELSA, MENALSA, PALS, PILF, Pride Law, SAALSA, SELA, SILSA, STEPS, TESLA, Vietnamese American Law Society, and WLA. If your student organization does not already have a FOAP but would like one, please contact the Assistant Dean for Student Affairs.
3. Student organizations may not open or maintain off-campus bank accounts.
4. The Deans’ Office/Student Affairs provides general oversight of the SBA account and student organization FOAPs. To request your current budget, please email Esther Sprague, Senior Director of Administration and Finance at [esprague@usfca.edu](mailto:esprague@usfca.edu).

### Collection of Funds

Student organizations may not be in possession of more than \$500 in cash or checks. If a student organization expects to collect more than \$500 in cash or checks for any single event, the student organization must notify the Assistant Dean for Student Affairs to receive approval for such activity.

Student organizations collecting \$500 or more of cash and checks on campus for student-related activities, purchases, or donations must bring the money to the Deans’ Office on the same day at the end of each business day, or if the Deans’ Office is closed, the following business day. The Deans’ Office will securely store the money until it can be deposited into the proper account.

Student organizations are not allowed to use Venmo to collect funds. CASHNet is a credit/debit card payment system implemented by the University of San Francisco. All payments made through CASHNet are deposited directly to student organization FOAPs. To set up your CASHNet webpage, please email [esprague@usfca.edu](mailto:esprague@usfca.edu) and [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu). Student Organizations without FOAP accounts cannot accept Venmo as a method of payment. Student organizations who would like a FOAP account for this purpose, please email [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

When the Deans' Office deposits funds into FOAP on behalf of a student organization, specific accounting practices must be followed. These accounting practices require that the student organization obtain the following information in an itemized spreadsheet:

1. Name of person paying or donating
2. Item being purchased (if applicable)
3. Price paid
4. Name of person receiving the money
5. Date payment was received
6. Payment Type (cash, check, etc.)
7. Documentation that explains the reason or purpose for the collection of funds, i.e., please provide any flyers or promotional emails about the activity related to your collection of funds

### **Contracts and Capital Improvements**

Student organizations that intend to enter into an off-site contract or purchase items involving capital improvements must receive express approval from the Deans' Office and other University departments. Requests must be made to the Deans' Office via [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) at least eight weeks in advance of the event or desired purchase date.

### **Check Requests and Off-Campus Invoices**

When student organizations need to request a check or pay an invoice for an event off campus, such requests for payment must be made to the Deans' Office at least four weeks in advance of the event by emailing [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

### **Donations**

If your student organization plans to seek donations outside of the School of Law for an event, you *must* contact both the Assistant Dean for Student Affairs ([lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu)) and the Office of Development and External Relations ([lawdevelopment@usfca.edu](mailto:lawdevelopment@usfca.edu)) before contacting potential donors.

We want to ensure all gifts made to your student organization are able to be deposited and are tax deductible for the donor. This is unable to happen if these policies are not followed.

Donations to student groups cannot be done in exchange for services (for example the ticket price of an event is NOT a tax deductible donation) nor can they be received via Venmo or CashNet.

Donations made online at <https://www.usfca.edu/makeagift/law> must have the student organization as the designation or else the funds will not be deposited into your account.

Designation\* Other

Where would you like to direct your gift?

STUDENT ORG NAME

Add Additional Designation

Donations made via check must be made out to “USF School of Law” with the student organization name in the memo line. If a check is not made out to “USF School of Law”, it cannot be deposited. If a check does not have the name of the student organization in the memo line, it will not be deposited into your account. For the checks to be deposited, they must be returned to the Office of Student Affairs.

Bobby Bankrate  
123 Bankrate Boulevard  
New York, NY 10001  
555-555-5555

1111

Date: 6/13/19

Pay to the order of: USF School of Law \$1.00

One Dollar 0/100 cents dollars

Generic  
Bank and Trust

Memo Student Org Name

|:123456789 | |:10987654321 | |:1111 |

Cash gifts should be made via envelopes provided by the Office of Development and External Relations and must include Name, CWID, Designation, and Amount. To retrieve these envelopes, please email [lawdevelopment@usfca.edu](mailto:lawdevelopment@usfca.edu). For the gifts to be deposited, the envelopes must then be returned to the Office of Student Affairs. Failure to do any of the above will not allow us to deposit these gifts.

Raffles for fundraising purposes are in violation of the School of Law policy and are therefore not allowed. Instead, we recommend a silent auction. The Office of Development and Alumni Relations is more than happy to help facilitate donation items.

If you have any questions about the above policies, please contact the Office of Development and Alumni Relations at [lawdevelopment@usfca.edu](mailto:lawdevelopment@usfca.edu).

Failure to adhere to proper protocol regarding handling of donations may constitute an Honor Code violation.

## Reimbursements

Any student who has been approved for funding by the SBA or the School of Law will be paid through reimbursement only. Student organization Treasurers are responsible for submitting all reimbursement requests on behalf of other student organization members.

Student organizations who have been approved for funding by the SBA should refer to the SBA Funding Policies and Procedures (see Appendix 4) for information about requesting reimbursements from the SBA.

Student organizations that receive funding from a USF administrative office must receive written confirmation from that office about the amount of funding and the restrictions for that funding before the event. This information must then be forwarded to [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) for the invoice to be paid. Treasurers requesting reimbursement for approved purchases must follow the requirements listed below. Failure to follow these requirements may result in a delay or denial of your request for reimbursement.

1. Complete the Expense Report for Non-Employees (see Appendix 6). All fields must be completed, except the Fund/Org/Account/Program, USF Contact Person, and Department Authorization Signature fields.
2. Collect original, itemized receipts for each expense. General credit card receipts that indicate the total amount spent are insufficient.

Treasurers submit your members' Expense Report and itemized receipts within two weeks of the event. You may submit these documents in hard copy to the Deans' Office in Kendrick 328 or via email to [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

Reimbursements will be mailed to the address listed on the Expense Report. If you prefer to receive payment via direct deposit, complete the Direct Deposit Form (see Appendix 5) and submit it with your Expense Report and receipts.

## Section 6: Advertising Policy

Student organizations are prohibited from advertising their events until a room reservation has been made and a space has been approved for use. For example, a request to use the Terrace Room does not mean that you have been approved to use the Terrace Room. Put another way, you cannot advertise an event that you hope to organize in the Terrace Room unless you have received confirmation that you are entitled to use that space. Only events on the Confirmed Events Calendar can be advertised.

Student Organizations are responsible for printing their own posters, flyers, and programs.

### Flyers

Events, meetings, and activities may be promoted by posting flyers on the School of Law Announcements and Events bulletin boards. Flyers must comply with the following requirements, or they will be removed and discarded. Flyer example found in Appendix 7.

- Flyers must include information about the event's university affiliation, School of Law affiliation, or student organization affiliation.
- Flyers must include the event date, a deadline to RSVP if required, and contact information (name and email address).
- Flyers must include the following messaging regarding disabilities:
  - "If you need a disability-related accommodation, please contact the Assistant Dean of Student Affairs office at [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) at least seven days in advance of the event."
- Flyers may only be posted on the two Dean's Office Bulletin boards located on the first floor of Kendrick Hall (Student Boulevard and Student Lounge).
- Student organizations may also ask administrative offices, faculty, and other student organizations to post flyers on their bulletin boards.

### Posters

In addition to the flyers, student organizations may have one poster mounted on an easel for an event. The SBA has four easels for student organizations' use. Please contact the SBA to reserve an easel for your event. If all of the SBA easels are being used, please email either [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu) or [lawcareer@usfca.edu](mailto:lawcareer@usfca.edu) to inquire about an available easel. Posters must comply with the following requirements, or they will be removed and discarded.

- You may have a maximum of one poster on an easel per event, meeting, or activity.
- The maximum size for all posters is 2' x 3'.

- Posters on easels can be displayed for a maximum of one week.
- Posters must include information about the event's university affiliation, School of Law affiliation, or student organization affiliation.
- Posters must include the event date, a deadline to RSVP if required, and contact information (name and email address).

Student organizations must promptly remove all flyers and posters once the event has concluded. If a student organization seeks an exception to this policy, please contact the Assistant Dean for Student Affairs.

### **Digital Signage**

School of Law Digital Signage, found on the two television screens in the Student Lounge of Kendrick Hall, is managed by the Office of Student Affairs and USF Web Services. Web and Digital Communications reserves the right to make decisions about what is and isn't appropriate for posting and when a posting will appear in the announcement rotation. All events posted in the events section should be open to the entire law student community.

To learn how to create and submit Digital Signage please use the two following links:

1. SOL Digital Signage - Ad & Event Requirements: [bit.ly/SOLDigitalSignageRequirements](http://bit.ly/SOLDigitalSignageRequirements)
2. SOL Digital Signage - Ad Submission: [bit.ly/SOLDigitalSignageAdForm](http://bit.ly/SOLDigitalSignageAdForm)

### **External USFCA Calendar**

The [external marketing calendar](#) is for calendar entries posted on the usfca website. The audience for this calendar is prospective students, alumni, and the general public. It is important to note that not all events should be added to this calendar, but events that show the life and culture of the law school are important to include. For example, student organization meetings should not go on the external website, but events like the Black History Month Reception, the Judges of Color Panel, or the WLA Tea should. This must be done **THREE WEEKS** before an event. To get your event on the usfca external marketing calendar, please email [webservices@usfca.atlassian.net](mailto:webservices@usfca.atlassian.net). Your email must include the following information:

- Event Name (please note the reservation name in EMS *must* be the same as the event title, if it is not please change it or email [eventsmanagement@usfca.edu](mailto:eventsmanagement@usfca.edu) to change it)
- Description (this includes headshots of panelists, bios, event details like date, time, location)
- RSVP link
- Person or email alias to contact if there are any questions with their contact information

### **Electronic Email Invitations and Registration Pages**

Electronic email invitations are used for events that have an external audience (i.e. alumni). To send out an electronic email invitation, you must have a registration page that is created by the

university through cVent. This must be done **SIX WEEKS** before an event. In order to send an electronic email invitation you must have your own distribution list. This list can include internal and external constituents and there are several student groups that have already done this through networking and tabling. If you need help creating a constituent list or have any questions, email [lawalumni@usfca.edu](mailto:lawalumni@usfca.edu). To begin the process of creating a registration page and/or sending an electronic email invitation, email to [ecomunications@usfca.edu](mailto:ecomunications@usfca.edu) the following information:

- Event Name (please note the reservation name in EMS *must* be the same as the event title, if it is not please change it or email [eventsmanagement@usfca.edu](mailto:eventsmanagement@usfca.edu) to change it)
- Description (this includes headshots of panelists, bios, event details like date, time, location)
- Person to contact if there are any questions with their contact information
- Request for registration page- we will create a custom rsvp link

If you are unable to provide a distribution list, but require a registration page, we may be able to add your event to the newsletter that goes out to all law alumni. With this, you are required to have a calendar entry on the external usfca calendar (see above). Email [ecomunications@usfca.edu](mailto:ecomunications@usfca.edu) to get your event on the external marketing calendar.

### **This Week at USF**

Please submit your event to [http://bit.ly/ThisWeekatUSF\\_Submit](http://bit.ly/ThisWeekatUSF_Submit) no later than Thursday at 12:00 p.m. so your announcement can be included in the following week's edition of *This Week at USF* which is sent every Monday to students, staff, and faculty.

- Requirements for Event Announcements:
  - Title of Event
  - Sponsoring Student Organization
  - Date
  - Time
  - Location
  - Link to RSVP (if any)
  - 1-3 sentence description of the event
  - Flyer
  - Email for point of contact for any event questions

### **SBA Newsletter**

Please email announcement to the SBA Secretary at [usflawsec@gmail.com](mailto:usflawsec@gmail.com) no later than Thursday at 12:00pm to include in the SBA Newsletter sent every week on Sunday. Please include all relevant information (use This Week at USF requirements for reference) regarding your event and if you wish to include a flyer or photo, please make sure it is a jpeg. format.